



**SOLICITATION NUMBER: [13B/2021]**

**ISSUANCE DATE: 10/3/2021**

**CLOSING DATE/TIME: 10/17/2021**

**SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - *Local Compensation Plan*)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

**Jahmal Sands  
Contracting Officer**

## ATTACHMENT 1

### I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 13B/2021 **This is a re-advertisement of the position.**
2. **ISSUANCE DATE:** 10/3/2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 10/17/2021 at 4:30 pm Cairo time.
4. **POINT OF CONTACT:** USAID Human Resources Office, e-mail at [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov)
5. **POSITION TITLE:** Development Program Specialist [Gender] – Program Office [PO]
6. **MARKET VALUE:** LE 444,807 – L.E 711,687. **This is the Gross Annual salary before deducting taxes equivalent to FSN 11.** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Egypt. Final compensation will be negotiated within the listed market value. Please check in AIDAR and ADS.
7. **PERIOD OF PERFORMANCE:** **One year with option to renew** estimated to start on March, 2022. “The base period will be from the estimated start date till **December 31, 2022**”. Based on Agency need, the Contracting Officer may exercise (an) additional **option period(s)** for 4 additional years for the date(s) estimated as follows:”

<b>Base Period:</b>	<b>March 2022 – December 31, 2022</b>
<b>Option Period 1:</b>	<b>January 1, 2023 – December 31, 2023</b>
<b>Option Period 2:</b>	<b>January 1, 2024 – December 31, 2024</b>
<b>Option Period 3:</b>	<b>January 1, 2025 – December 31, 2025</b>
<b>Option Period 4:</b>	<b>January 1, 2026 – December 31, 2026</b>

8. **PLACE OF PERFORMANCE:** Cairo, Egypt
9. **ELIGIBLE OFFERORS:** Egyptian Citizens or non-Egyptians lawfully admitted for permanent residence in Egypt
10. **SECURITY LEVEL REQUIRED:** Employment Authorization
11. **STATEMENT OF DUTIES**

#### **BASIC FUNCTION OF POSITION**

With a Mission active portfolio of \$670 million, USAID/Egypt manages one of the most complex and politically sensitive development programs in the world. U.S. foreign policy in Egypt advocates for a strong bilateral partnership that helps strengthen the Government of Egypt’s (GOE) security and stability, grow its

economy, build democratic institutions, and invest in its own path to self-reliance. Inclusive economic growth remains a top priority for USAID/Egypt as it has the greatest potential to propel Egypt's development trajectory.

USAID/Egypt's new Country Development Cooperation Strategy is focused on ensuring the inclusion and integration of women, youth, historically underserved geographies, and other underrepresented populations across all sectors to participate in and benefit from a growing economy. USAID's new strategy underscores the importance of women's ability to meaningfully participate in and reap the benefits from the economy through intentional programming across all sectors.

According to the World Economic Forum, women in Egypt are vastly underrepresented in the labor market and the economic gender gap remains high. Egypt ranks 140th out of 153 countries in women's economic participation and opportunity. Only 18 percent of working-age women are participating in the economy, compared to 65 percent of men. The Center for Foreign Relations posits that if women's participation in Egypt matched men's participation, it is estimated that it would add 69 percent to the GDP, or US\$313 billion. Women in Egypt face multiple barriers to their participation in Egyptian society. Egypt ranks 134th out of the 153 countries in the Global Gender Gap Index. Sociocultural norms and practices, including high rates of violence against women and girls, female genital mutilation/cutting (FGM/C), and trafficking in persons, are formidable barriers for women's participation in social and economic life. Furthermore, attitudes around women's roles and responsibilities hinder women's autonomy and ability to pursue employment outside of the home. Improving women's social and economic empowerment requires a holistic cross sectoral approach that cuts across USAID/Egypt's entire portfolio to include economic growth, governance, education, health, and social protection.

Promoting gender equality is an integral part of all USAID/Egypt's activities but is often inadequately addressed at the design, implementation, and evaluation stages of programming. USAID/Egypt's women's empowerment activities have often been stovepipe and not part of a more holistic strategic engagement. The Gender Specialist will support USAID/Egypt in all aspects of project design, planning, and implementation as well as reporting and learning. The Gender Specialist will be expected to work on gender issues across all sectors to develop a holistic approach to sustain development progress through ongoing mechanisms and new designs and instruments. The Gender Specialist will support the Program Office and works directly under the supervision of the Program Office Director or his/her designee. The Program Office provides overarching strategic guidance to the Mission and programmatic advice to the Mission Front Office and the three technical offices. The Gender Specialist will also be a subject matter expert for the Government of Egypt as well as the international donor community in Egypt and will need to present, preside, and moderate fora in different high-level venues. The Gender Specialist will be based in the Program Office of but will work closely with technical teams throughout the Mission. The Specialist will have analytical and programmatic responsibility for management of an agenda to heighten gender impacts of USAID investments. The Specialist will also assume a lead role in articulating and advocating the importance of gender issues into strategies, and promoting these concepts within the Mission and the larger development community in which USAID/Egypt works.

MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
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The basic function of this new position is to serve as a subject matter expert in gender to support USAID's mission and goal to increase participation of women and girls into Egyptian life by integrating gender into new project designs and on-going programming. The Gender Specialist will also develop and maintain a	
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mission-wide overview of how USAID/Egypt is addressing gender issues and will work with technical teams to support the wide array of meetings and information requests on the topic. This position will be expected to map donor and GOE interventions across sectors and keep a good database of activities in this space. The Gender Specialist will be an active participant and at times lead Gender Donor Thematic group meetings, meetings with GOE ministries and counterparts, as well as with the international community. The Gender Specialist will design and conduct (when appropriate) gender analyses of proposed strategies and programs and provide substantial input into policy analysis, research, program design implementation, monitoring, and evaluation of programs to ensure engendered approaches. S/he will also monitor compliance with gender requirements and design and deliver gender training; including the development of resource materials, as necessary. The Gender Specialist will work with the Monitoring, Evaluation and Learning team to develop gender-related indicators and provide expertise to technical teams regarding monitoring, assessing and evaluating social and gender performance, outcomes and impacts of USAID/Egypt-funded activities.

The Gender Specialist will be expected to perform the following major duties:

**1. Integrate gender into activity design, implementation and evaluation (40%):**

- a. Design and conduct gender analyses of proposed strategies and programs; providing substantial input into social/gender assessment in policy analysis, research, program design implementation, monitoring, and evaluation.
- b. Identify appropriate approaches and best practices to addressing gender inequities in the development of USAID/Egypt's country strategy and during the design of new programs. Provide recommendations on how projects may be better designed to ensure that both women and men benefit equitably from USAID investments.
- c. Develop a Mission platform and approach to women's social and economic empowerment that facilitates cross sectoral activity design and coordination between and among technical offices.
- d. Identify appropriate approaches and best practices to enhance the gendered impact performance of USAID investments, including increasing the involvement and participation of women in decision-making at all levels and in all institutions (community, national, regional, and global) in decision-making and improve targeting of training and financial services to women.
- e. Support monitoring and evaluation efforts on progress toward gender equity through identifying appropriate indicators, identifying robust impact assessment methodologies, participating on evaluation teams, and drafting relevant scopes of work, amongst other activities.
- f. Lead collaborative learning exercises throughout implementation to ensure that gender is responsive to defined gender and Mission's CDCS goals.

**2) Provide thought leadership on gender issues (30%):**

- a. Provide Mission-wide technical and intellectual leadership and policy and program guidance as USAID/Egypt's senior subject matter expert on gender.
- b. Identify, promote, design and conduct gender training programs within and beyond USAID to increase the technical competence of USAID/Egypt and implementing partner staff.
- c. Research and conduct brownbags on gender topics that could be relevant to USAID's gender approach. Seek opportunities to bring innovative tools, methods, champions to deepen USAID/Egypt's women's social and economic development mandate.
- d. Develop and monitor the implementation of the USAID/Egypt's Gender Mission Order.
- e. Forge strong, institutional linkages between USAID/Egypt women's economic and social development programs, the GOE's initiatives, and other development partners active in gender activities.
- f. Lead, present, represent, and serve as USAID/Egypt's subject matter expert on gender issues with senior GOE officials, international donors, and private sector companies.

### **3) Compile and maintain gender information/data and respond to data inquiries (30%)**

- a. Closely monitor and assist in data calls for the various GOE initiatives related to gender, including but not limited to: Egypt Vision 2030- the National Sustainable Development Strategy; Egypt's National Strategy for the Empowerment of Egyptian Women 2030; the National Strategy to Counter Violence Against Women; Integrating Gender and Women's Financial Inclusion into the Central Bank of Egypt's Framework; Egypt's Closing the Gender Gap Accelerator; as well as, the USAID Gender Equality and Female Empowerment Policy to develop an action plan to measure Mission progress against identified metrics
- b. Collaborate closely with technical teams to maintain comprehensive information at the Mission-level on USAID programs that integrate gender, maintain updated gender disaggregated data, and develop and maintain gender-related factsheets.

Travel may be required for approximately 15% of the time.

#### **POSITION ELEMENTS**

- a. **Supervision Received:** The Gender Specialist will work under the direct supervision of the Director of the Program Office or her/his designee. The Specialist is expected to work with a high degree of independence and should be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow up. The Specialist must be proactive as well as self-motivated.
- b. **Supervision Exercised:** The supervision of other staff is not contemplated.
- c. **Available Guidelines:** USAID Automated Directives System ADS; Foreign Affairs Manual; USAID Agency Policy and Directives; In instances not covered by written guidelines, the Specialist will use her/his professional, well informed judgment with full knowledge and understanding of nature and goals of the position and of the program budget. The Specialist must use substantial judgment to interpret for Mission staff Agency guidelines, requirements, and agency policy and is expected to be a resource for Mission staff having questions about these guidelines.
- d. **Exercise of Judgment:** Considerable judgment is required; the Specialist works with procurement-sensitive information and must be discrete in handling this information. The Specialist will also be required to follow and adhere to the Agency's Code of Ethics and Conduct. The Specialist will have frequent contact with senior development partners and GOE officials and is expected to represent the Agency's interests effectively in such fora.
- e. **Authority to Make Commitments:** The Specialist must take action and establish priorities based on available guidelines and professional judgment. Guidance should be sought when needed, and the supervisor informed of activity and project status. The Specialist will on occasion be required to negotiate ad referendum for the supervisor.
- f. **Nature, Level, and Purpose of Contacts:** Specialist must be able to communicate effectively, sensitively, and accurately with the following contacts to facilitate engagement on gender issues for the Mission: 1) USAID project beneficiaries and participants to understand impact of development programming 2) all categories of Mission employees to build in house capacity women's social and economic empowerment as well as identify a way to work cross sectorally with all offices to elevate gender programming; 3) Government of Egypt officials at the Minister level, provincial and district on gender issues and programming; 4) other international and local organizations, donors, UN and other international organizations and other embassies to better understand developments on gender across sectors; 5) counterparts the USAID in Washington and at the State Department (at the US Embassy in

Cairo and in Washington who are working to support gender programming; and 6) the general public to explain USAID/Egypt's work on gender.

g. **Time Expected to Reach Full Performance Level:** One year.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the below, required criteria, will be moved forward in the recruitment process.

- a. **Education:** A Masters degree is required in a relevant discipline such as social studies, development studies, economics, sociology, gender studies, cultural studies, and political science.
- b. **Prior Work Experience:** The Specialist is required to have a minimum of seven (7) years of development experience with increasingly responsible project management, project design, and project/program development experience working on gender issues in Egypt.

## **I. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** A Masters degree is required in a relevant discipline such as social studies, development studies, economics, sociology, gender studies, cultural studies, and political science.
- b. **Prior Work Experience:** The Specialist is required to have a minimum of seven (7) years of development experience with increasingly responsible project management, project design, and project/program development experience working on gender issues in Egypt.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- c. **Language Proficiency:** Level IV in English and Arabic, both oral and written, is required.
- d. **Job Knowledge:** The Specialist must have experience in gender aspects of international development, coupled with the ability to train others in areas of gender integration and program monitoring. The Specialist should have experience with cross sectoral gender programming to include economic growth, health, education, and governance. The Specialist should have the ability to analyze and evaluate complex development issues, including gender-related aspects of development across sectors. The

Specialist is required to have highly developed analytical skills to be able to research, conceptualize, and design activities to advance women's economic and social empowerment in Egypt.

- e. **Skills and Abilities:** Proven ability to work independently with minimal supervision or guidance is required. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts as well as U.S. government legislation relating to development assistance. The Specialist must also have a high degree of technical, analytical, and quantitative skills in analysis of development activities and policies. The following skills and abilities are also sought: strong quantitative and analytical skills, operational and management skills, computer skills including ease and skill in using word processing programs, email, databases and spreadsheets; manage more than one activity at a time in the performance of project/activity management; and the ability to conceptualize both strategically and programmatically. The Mission is seeking a self-starter to be responsive to client needs with the ability to work calmly, tactfully and effectively under pressure and adapt to the existing management team. In addition, the position will require an entrepreneurial, goal-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing activities. The above responsibilities require the Specialist to demonstrate highly developed professional judgment and to provide technical direction and management oversight. Given the nature of the position, effective written and oral communications skills are critical to perform successfully in the position. The Specialist must be able to communicate effectively, sensitively, and accurately. The Specialist is required to be able to prepare briefing documents, including participation in and leading the drafting of certain sections of annual technical, programmatic and financial reports. The Specialist must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.

The applicant should have a demonstrated ability to produce professional quality analytical pieces and make oral presentations logically and persuasively to senior USG officials, private businesses, corporations, foundations, NGOs other non-traditional development organizations, other donors, and foreign government officials. Ability to explain USAID objectives and procedures as well as U.S. government legislation relating to development assistance to technical and non-technical colleagues is required. In the same vein, must be able to transmit and interpret host country government and non-governmental sector program-related concern to senior USAID officials and Mission management.

Selection Factors	Scoring Percentage
Education/academic requirement	10%
Experience	30%
Language Proficiency	10%
Knowledge	30%
Skills & Abilities	20%
TOTAL	100%

\* As per details reflected under Qualifications above.

- f. **Post Entry Training:** The Specialist is expected to learn the skills and knowledge required to perform the duties/responsibilities of this position. USAID provides mandatory training for all new employees in order to meet these criteria. All new staff are required to take training focused on the Agency's established policies, procedures, and regulations that govern: 1) USAID specific program and budget planning responsibilities/duties i.e. the week-long Programming Foreign Assistance (PFA) course; 2) USAID specific activity management and procurement systems estimated to be approximately two

weeks of trainings as opportunities arise; 3) USAID gender courses there are multiple courses at USAID and cumulatively this is estimated to be approximately two weeks; and 4) AOR/COR training which is estimated to be approximately two weeks.

#### **IV.SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit a **Resume that includes the month, year and company name of employment for all experience or the experience cannot be considered.**

**Offerors must provide in their CVs names of family members working in the Mission.**

Qualified offerors, who are interested in this vacancy, should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position, quoting the vacancy number in the email subject line**, to USAID Human Resources Office, **by no later than COB of the vacancy deadline noted above. CVs must be submitted via e-mail to [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov)** (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed **five pages. The USAID HR Office will disregard any submissions not quoting the vacancy number in the email subject line and/ or exceeding five pages and/or those received after the deadline.**

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

**3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents, as well as in the email subject line.**

Employees new to a position must serve in the new position for a minimum of 6 (six) months before they can be considered eligible for another position within the mission, this includes moves between agencies. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of resumes, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your resume once you receive an automatic acknowledgement of receipt from the system. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

**SOFT COPIES OF THIS SOLICITATION ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES. HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.**



It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

## **II. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) or his designee will provide instructions about how to complete the hiring process after an offeror is selected for the contract award.

## **III. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### **1. BENEFITS:**

**The Mission currently provides:**

- 1) Health Insurance Services.**
- 2) Life/accident/disability insurance.**
- 3) Semi-annual bonus.**

### **2. ALLOWANCES: N/A**

## **IV. TAXES**

LES employees of the mission became liable for payment of income taxes on their salaries with the implementation of the new tax law effective July 1st, 2005. Payment of taxes is on biweekly basis.

## **V. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

- 1. USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
- 2. Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below: **OPs below are only illustrative**

### **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
4001	<b>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>
5. **PSC Ombudsman**  
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)